



**Incorporated May 2008**

***City of Weston Lakes***

PO Box 1082 ★ Weston Lakes, Texas 77441

8045 FM 359, Fulshear Texas 77441

(281) 533-0907

**City of Weston Lakes**

**Emergency Management Administrative Assistant**

Contributes to the efficient and productive operation of the Emergency Management office by performing responsible secretarial and minor administrative duties; assists in the organization of EM volunteer personnel. The position of Emergency Management Administrative Assistant will be an hourly part time position to assist the Emergency Management Coordinator or other Emergency Management Assistant Coordinators in the following areas;

**Essential Job Duties and Responsibilities:**

- Available for recall to the City of Weston Lakes Emergency Operations Center which will be staffed 24-hours a day during emergency conditions in order to support operations.
- Assist in setting up the EOC as directed.
- Assist the EOC Officer in-charge, in the EOC during activations.
- Required user Web EOC training or to be obtained within six months of beginning work.
- Complete and pass the following FEMA ICS online courses 100, 200, 700, 800 within 40 days and additional training as needed.
- Assists in preparing and implementing various emergency plans.
- Assist in reviewing and updating Weston Lakes Emergency Plan.
- Maintain all training records and advise members of needed training for EM members using a filing system.
- Keep a current database of available classes and keep schedules up to date.
- Maintains general office files, reference materials, account records, personnel records and a variety of other records.
- Organize and attend Emergency Management meetings.
- Create agendas and the Minutes for the Emergency Management meetings.

- Give City Secretary the agenda to post. The posting must be done at least 72 hours before the meeting.
- Assists with monthly and quarterly grant reporting requirements.

**Minimum Qualifications (Education and Experience)**

High school diploma or GED and two (2) years' experience in administrative position preferred. A Bachelor's degree in Business Administration with professional administrative experience is preferred.

**Language Skills:**

Ability to read and comprehend documents such as governmental regulations, emergency safety rules, miscellaneous operation instructions and procedure manuals. Ability to write routine reports and correspondence.

**Computer & Office Skills:**

Have thorough knowledge of modern office practices and procedures. Ability to operate office equipment, computers and relevant software programs to include Microsoft Word, Excel, Power Point, Outlook, and Adobe Acrobat (PDF files) etc.

**Act as the relief for the City Secretary as needed, example vacation, sick leave, training etc.**

**Equal Employment Opportunity Statement**

It is the policy of the City of Weston Lakes to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. The City of Weston Lakes prohibits any such discrimination or harassment.

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(NAME)

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Date